

△ウィーへ♪ d^c ハーへ [®] る [®] し^c Department of Family Services Qatan'ngutiqatigiiliqiyit Ministère des Services à la famille

How to Fill Out a FANS Student Enrollment Form (SEF)

Students must provide a Student Enrollment Form (SEF) for each semester within the academic year. Payments are processed according to the semester start and end dates. When a student continues to a new semester within the academic year, their payments will not be processed unless a new SEF is provided for the new semester. All payments are made to the student and it is the responsibility of the student to pay the institution.

Part A – to be completed by the student

Part B – to be completed by the Post-Secondary Institution

- All areas **must** be filled out in order to be processed. Incomplete forms will be sent back and may cause payment delays.
- Tuition, Books and Fees costs as well as the Start and End dates must reflect the semester information only and not the full academic year.
- Canada Student Loan Institution Code must be filled out. If you do not know your institution code, you can find it on the canlearn.ca website under postsecondary institution designation list
- Institutional stamp please use a visible ink stamp (address stamps accepted)
- Completed forms can be scanned and emailed to fans@gov.nu.ca (faxes accepted, but please check that it was received)

Living allowance payments start according to the school start and end dates. Mid semester payments will continue on the first and fifteenth of the month, uninterrupted, instead of the first day of classes. For example, the students January 1st payment will not be delayed even if one semester ends on December 14th and the next starts on January 4th as long as the Student submits the SEF early in December.

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